



## Enlisted Marine Professional Military Education Requirements



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- E-1 – Private
  - E-2 – Private First Class
  - E-3 – Lance Corporal
  - E-4 – Corporal
  - E-5 – Sergeant
  - E-6 – Staff Sergeant
  - E-7 – Gunnery Sergeant
  - E-8 – Master Sergeant / First Sergeant
  - E-9 – Master Gunnery Sergeant / Sergeant Major

The USMC Enlisted PME Program is codified in two Marine Corps Orders: **MCO P1553.4B**, Professional Military Education & **MCO P1400.32D**, Enlisted Promotion Manual.

**PME Requirements** are the *minimum* requirements that must be completed, as defined in the Enlisted Promotion Manual, prior to the convening date of a promotion board in order for a Marine, who is eligible for selection, to be considered fully qualified for selection.

**PME Criteria.** To be qualified for promotion, Marines must meet PME requirements as outlined for each grade. All enlisted Marines are encouraged to attend the resident PME course for their professional growth and to make them more competitive for promotion.

**PME Recommendations** are those PME courses identified in the PME Order which, when completed, make a Marine more competitive for promotion.

**Military Occupational Specialty (MOS) Roadmaps.** Individual MOS Roadmaps identify MCIs and other training and education opportunities that improve the knowledge and skills of individual Marines, but they are not required for promotion as part of the formal EPME program. MOS Roadmaps emphasize what every Marine must do to achieve a high level of MOS proficiency and provide numerous recommendations for further enhancement training. MOS roadmaps can be found at <http://www.tecom.usmc.mil/g3/roadmap.php>.

**PME Equivalencies.** Due to the limited number of class seats and the inability of some Marines to attend the resident courses, equivalency for the SNCOA Sergeants Course and Career Course may be granted to graduates of specific MOS courses who have also completed the appropriate nonresident course.

**Sergeants Course Equivalencies**

Infantry Squad Leader Course (Course ID: M03M3X4)  
Infantry Machinegun Leader Course (Course ID: M03H6A4)  
Infantry Mortar Leader Course (Course ID: M03H5H4)  
Infantry Assaultman Leader Course (Course ID: M03IAML)  
Infantry Tank Missileman Leader Course (Course ID: M03IATL)

**Career Course Equivalencies**

Infantry Unit Leader Course (Course ID: M03H5K4)



**E-1 – Private**  
**E-2 – Private First Class**  
**E-3 – Lance Corporal**



1. **Lance Corporal PME.** “Leading Marines” is a distance education course, offered through MCI that is the result of merging a significantly changed “Fundamentals of Marine Corps Leadership” MCI with the “Counseling for Marines” MCI and the requirements determined by the operating forces. It is designed to connect Marines with education & training while exposing them to leadership and mentoring from an operational and training perspective to prepare them for their role as future leaders within the enlisted rank structure.

2. **PME Requirement**

a. Private and private first class: There are no formal PME requirements for the grades of private and private first class.

b. Lance corporal: To be qualified for promotion to corporal, lance corporals must complete the “Leading Marines” MCI (0037).

3. **PME Recommendations.** Participate in the Marine Corps Professional Reading Program. Participate in a professional self-study program.



## E-4 – Corporal



1. **Corporal PME.** The Command Sponsored Corporals Course (CSCC) is focused on providing the skills necessary to lead Marines, and is designed to provide the war fighting skills, core values and mindset necessary for effective leadership of a team and subordinate Marines. Upon completion, corporals will have the skills necessary to: clearly articulate one's thoughts in both oral and written communication; understand the standards of leadership traits, principles, and fundamentals; understand the noncommissioned officer (NCO) mindset of "doing instead of knowing;" execute and apply tactical measures at the team level; conduct training for Marines in the MCCS Program and MOS training; understand Operational Risk Management and apply risk management principles; understand career progression; and conduct personal/personnel management for the team.

2. **PME Requirement.** None.

3. **PME Recommendations**

a. Although there is no formal PME requirement for corporals, corporals can display the desire to seek self-improvement through the completion of the CSCC prior to promotion to sergeant.

b. Senior corporals should enroll in the SGTDEP.

c. Participate in the Marine Corps Professional Reading Program.

d. Participate in a professional self-study program.



## E-5 – Sergeant



1. **Sergeant PME**. At this level, PME consists of a building block approach; each course builds on the previous course with minimal overlap. The DEPs are designed as a PME prerequisite to attend the resident Academies. Sergeants are required to complete the SGTDEP (nonresident) course. The SGTDEP is a prerequisite for the SNCOA Sergeants Course (SNCOASC), meaning it must be completed prior to attending the SNCOASC. The nonresident and resident courses are focused on providing the skills necessary for sergeants to plan and conduct training for their Marines and are designed to provide the war fighting skills, core values and mindset necessary for effective leadership of a squad size unit and subordinate leaders. Upon completion, sergeants will have the skills necessary to clearly articulate thoughts in both oral and written communication; lead Marines through effective leadership; implement tactical measures at the squad/platoon level; understand basic national military capabilities; conduct training with the MCCS Program; and understand career progression.

2. **PME Requirement**. Complete the SGTDEP.

3. **PME Recommendations**

- a. Attend the SNCOASC.
- b. Enroll in the next level (SNCOCDEP) when all in-grade nonresident and resident PME is complete.
- c. Attend the SNCOA Career Course (SNCOACC) as a staff sergeant select if the prerequisite SNCOCDEP has been completed.
- d. Participate in the Marine Corps Professional Reading Program.
- e. Participate in a professional self-study program.



## E-6 – Staff Sergeant



1. **Staff Sergeant PME.** Staff sergeants are required to complete the SNCOCDEP (nonresident) course. The SNCOCDEP is a prerequisite for the SNCOACC meaning it must be completed prior to attending the SNCOACC. The SNCOCDEP/SNCOACC courses are focused on providing the skills necessary for the staff sergeant to act as a “problem solver” and are designed to supply the skills necessary to provide leadership at the platoon level, influence company grade officers, lead and develop subordinate leaders in war fighting, core values, and preserve time-honored traditions. Upon completion, staff sergeants will have the skills necessary to clearly articulate thoughts in both oral and written communication; understand and model the mindset of a SNCO; develop and mentor character based leadership in NCOs (foster ethical leadership); advise the commander/officer in charge (OIC) on operational requirements; understand the joint environment; assist the unit commander in obtaining training goals, and effectively manage personnel and assets.

2. **PME Requirement.** Complete the SNCOCDEP.

3. **PME Recommendations**

- a. Attend the SNCOACC.
- b. Enroll in the SNCOADEP when all in-grade PME is complete.
- c. Attend the SNCOA Advanced Course (SNCOAAC) as a gunnery sergeant select if the prerequisite SNCOADEP has been completed.
- d. Participate in the Marine Corps Professional Reading Program.
- e. Participate in a professional self-study program.



## E-7 – Gunnery Sergeant



1. **Gunnery Sergeant PME.** Gunnery sergeants, regardless of future selection, are required to complete the SNCOADEP (nonresident) and attend and complete the SNCOAAC (resident). The SNCOADEP is a prerequisite for the SNCOAAC, meaning it must be completed prior to attending the SNCOAAC. The SNCOADEP and the SNCOAAC are focused on providing the skills necessary for the gunnery sergeant to act as a “decision maker” and are designed to provide the skills necessary for senior leadership in a company level organization independently supervise processes and procedures, influence officers, and function in an operations center. Upon completion, gunnery sergeants will have the skills necessary to clearly articulate thoughts in both oral and written communication; influence command climate; be prepared to act as the senior enlisted advisor; understand the unit training management process and provide the commander input; understand MAGTF operations; understand basic unit deployment concepts, requirements, and methodology; and develop courses of action based on planning guidance.

2. **PME Requirement**

a. Complete SNCOADEP.

b. Effective 1 Oct 2009, all Gunnery Sergeants to either Master Sergeant or First Sergeant must complete both the non-resident Advanced Course (MCI 7200 or 8200) and the resident Advanced Course. This change will not be effective immediately to provide time for Gunnery Sergeants to attend the resident Advanced Course.

3. **PME Recommendations**

a. Participate in the Marine Corps Professional Reading Program.

b. Participate in a professional self-study program.



## E-8 – Master Sergeant / First Sergeant



1. **First Sergeant Course.** This course prepares recently promoted first sergeants or gunnery sergeants selected for first sergeant for the leadership and administrative challenges a first sergeant faces and facilitates transition to the 8999 MOS. This course provides basic instruction on the duties and responsibilities of a first sergeant, regardless of the Marine's unit. Understanding these duties and responsibilities augments a first sergeant's ability to advise, counsel, and interact with the unit's commander, officers, SNCOs, and enlisted Marines to accomplish the unit's mission. This course does not preclude a first sergeant from attending the First Sergeant/Master Sergeant Regional Seminar.
2. **First Sergeant/Master Sergeant Regional Seminar.** Each regional SNCO Academy conducts an annual First Sergeant/Master Sergeant Regional Seminar. Marines should attend at least one of these seminars during their time in grade as a first sergeant/master sergeant; however, attendance is not a prerequisite for promotion to sergeant major/master gunnery sergeant. The President, MCU and Director, Enlisted PME, in coordination with the regional SNCO Academy Directors and the Sergeant Major of the Marine Corps, develop the agenda items for these seminars. After regional seminars have been completed, commanders are encouraged to sponsor local SNCO seminars as a means to disseminate the information from the regional seminars.
3. **PME Requirements**
  - a. **First Sergeants.** Attend the resident First Sergeant Course unless completed as a first sergeant select. Attend First Sergeant/Master Sergeant Regional Seminar within the first two years in grade.
  - b. **Master Sergeants.** Attend a First Sergeant/Master Sergeant Regional Seminar within the first two years in grade.
4. **PME Recommendations**
  - a. Complete the online Joint Knowledge Development and Distribution Capability Course via the internet at <http://www.jkddcjmo.org/>
  - b. Participate in the Marine Corps Professional Reading Program.
  - c. Participate in a professional self-study program.

\*The Senior Enlisted PME Course is still in the development phase.





## E-9 – Master Gunnery Sergeant / Sergeant Major



1. **Sergeant Major/Master Gunnery Sergeant Symposium.** The MCU at Quantico hosts an annual symposium for sergeants major/master gunnery sergeants. Marines are required to attend at least one of these symposia during their time in grade as sergeants major/ master gunnery sergeants. The CMC and the Sergeant Major of the Marine Corps, in coordination with the President, MCU and the Director, Enlisted PME, develop the agenda items for this symposium.

2. **PME Requirements.** While there are no formal PME requirements for sergeants major and master gunnery sergeants, participation in the following symposia facilitate their contribution to the Service and may make them more competitive for billets of greater responsibility.

- a. Attend Sergeant Major/Master Gunnery Sergeant Symposium.
- b. As designated by CMC.

3. **PME Recommendations**

- a. Attend the Keystone Course (attendees designated by the Sergeant Major of the Marine Corps).
- b. Participate in the Marine Corps Professional Reading Program.
- c. Participate in a professional self-study program.

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